

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI
PERSONNEL DIVISION
(I.R. GROUP)

STC/CO/PER/IR/02005/VOL-II/2006

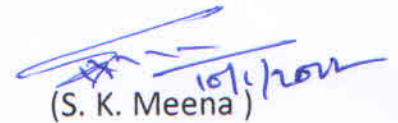
Dated: 10.01.2022

CIRCULAR NO: IR/ 02 /2022

Sub : Preventive measures to contain the spread of COVID -19

In continuation to STC's Circular No. IR/01/2022 dated 04.01.2022 to contain the spread of COVID-19 at work place, it is further decided with immediate effect that:-

- i) Executives of the level of Manager at Corporate Office will attend office with restriction of 50% of the actual strength on roster basis till 31.01.2022. The remaining 50% of Executives will work from home.
 - ii) All Divisional Heads in Corporate Office / Branch and ROs to ensure that if any employee(s) is suffering from fever, coughing etc. in such situation, the employee(s) may be advised to stay home and avail leave. Commuted leave to such employees will be granted without production of Medical Certificate for a period up to 31.01.2022.
2. The other terms and conditions of Circular No. IR/01/2022 dated 04.01.2022 will remain unchanged.
 3. This issues with the approval of the Competent Authority.


(S. K. Meena)

Jt. General Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- CGM
- All Divisional Heads at C.O
- All ROs/BM, STC Agra

Copy to:

- DGM (F) & CFO, C.O.
- GS, STC Officer's Association
- GS, STC Employees' Union
- GS, SC/ST Employees Association
- Notice Board
- STC Website